



## JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



Open

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-009-A-Air		3 February 2014	17 February 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122FW	Fort Wayne, IN	N/A	SSgt/SMSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Aviation Resource Manager	TBD	E-5/SSgt	E-8/SMSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 1C092			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to <b>Females</b>			
DUTIES AND RESPONSIBILITIES			
<p>Interprets public law, plans, organizes, and directs aircrew and parachutist resource activities. Reviews aviation mission accomplishment reports for accuracy. Initiates actions to support aviation management policies and procedures, and conducts aircrew and parachutist interviews. Prepares and processes aeronautical and military pay orders and flight authorizations.</p> <p>Performs aviation and parachutist resource management functions. Monitors flight physicals, physiological training, aircrew qualifications, and other aircrew and parachutist-related programs. Schedules aircrew training and aircraft sorties, and maintains mission information. Monitors individual flight requirements, unit flying hours, and aviation requirement changes.</p> <p>Maintains control and accountability for ARMS data. Controls security access to ARMS data interfaces, and advises on matters pertaining to ARMS requirements and modifications.</p> <p>Inspects and evaluates production and maintenance of aviation flight and parachutist jump records, files, and reports. Evaluates completed work and group performance. Ensures functional directives are accurate and</p>			

complete. Reviews aviation resource management procedures and recommends changes. Reviews trend analysis.

### GENERAL EXPERIENCE

Knowledge is mandatory of: rated, career enlisted aviators, nonrated, operational support, and parachutist duty classifications and aviation management policies; aircrew and parachutist continuation and qualification training and upgrade; flying hour and flying incentive pay.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- Security Clearance:** Applicants must have or be eligible to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.

### APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit CURRENT fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

**POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.**

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: [ng.in.inarnng.mbx.mdihrweb@mail.mil](mailto:ng.in.inarnng.mbx.mdihrweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: Rose M. Lindbo, SMSgt, 122FW, Fort Wayne, IN COMM: 260-478-3303**